
Interagency Aviation Training Guide



**Education
Qualification
Currency**



February 2014

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Interagency Aviation Training

A National Interagency System

**Aviation Use and Management
Qualifications Guide**

2014

Prepared by

**Interagency Aviation Training Subcommittee
of the National Interagency Aviation Committee (NIAC)**

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Foreword

To: Aviation Managers and Aviation Users

From: National Interagency Aviation Committee (NIAC)

Bureau of Land Management
Bureau of Indian Affairs
National Park Service
U.S. Fish & Wildlife Service
USDA Forest Service
National Association of State Foresters

Subject: *Interagency Aviation Training (IAT) Guide*

The Interagency Aviation Training Subcommittee (IATS) has revised the *Interagency Aviation Training Guide* in accordance with the 2014 IAT Requirements Matrix.

Employees of those agencies engaged in aviation management and use of aviation assets will comply per each agency's or bureau's policy with the training requirements set forth in this guide as well as all other agency-specific regulations and safety policy.

Joel Kerley
NIAC Chair

2014 Revisions

Item	Title	Revision
A-100	Basic Aviation Safety	The course replaces five older courses – A-101 Aviation Safety; A-105 Aviation Life Support Equipment (ALSE); A-106 Aviation Mishap Reporting; A-108 Preflight checklist & Briefing /Debriefing; A-113 Crash Survival. DOI and ISFS personnel who are required to take the B-3 curriculum will now be required to take the A-100 course in order to maintain their qualifications. The next revision of the OPM-4 and the Interagency Aviation Training Guide will reflect these changes. Personnel who previously completed the B3 curriculum will maintain currency in accordance with existing policy requirement. They are not required to take the A-100 prior to the date their B-3 recurrence would be due. However, users are encouraged to take it sooner if able.
	Instructor Requirement/Levels	Instructor certification process revised to include additional requirements by course. Instructor levels revised to include only 2 levels replacing previous 3 levels.
	One-Way NWCG Position to IAT Position Crosswalk	Identifies equivalencies between NWCG qualifications and non-fire aviation jobs

Part 1

Education, Qualification, and Currency System

A. Introduction

Most agencies utilize aircraft in the support or accomplishment of many of their programs and projects. These aircraft users are as many and varied as the types of aircraft used. An interagency-wide goal is to accomplish safe, efficient, and effective utilization of aviation resources. Increasing employee awareness of agency policy, procedures, and safe practices must receive high priority. Aviation training, whether basic safety, specialized, or management, is a method to increase this awareness and a key to meeting this goal.

The Interagency Aviation Training (IAT) Education, Qualification, and Currency System were developed under the direction of the National Interagency Aviation Council (NIAC) for the establishment of aviation training standards for natural resource agency personnel.

The objectives of this system are:

1. Establish minimum training, skills, knowledge, and currency requirements for agency personnel who work with aircraft or have aviation duties, including managers and supervisors, in order to accomplish resource (non-fire) missions.
2. Provide a forum for interagency coordination in the development and implementation of aviation education, training, and qualification standards.
3. Maintain a high level of currency in education and training methods and techniques, as well as audio-visual technology, within the budgetary constraints of each individual bureau/agency.
4. Establish and maintain minimum interagency standards for aviation qualification, certification, and documentation.
5. Establish qualifications and currency standards for interagency aviation trainers (IATs).
6. Utilize a systematic process to ensure application of state-of-the-art instructional technology to course planning and development.

B. Description of the System

The Interagency Aviation Training system is a "content-based" training system. In this system, the primary criterion for qualification is an individual's ability to complete the minimum training courses with a passing score on an examination.

The IAT program is a "non-fire" system, distinct from the National Wildfire Coordinating Group's (NWCG) Wildland Fire Qualification System (310-1). All

wildland fire positions remain under the 310-1 system. Personnel serving in NWCG positions need only to meet the qualification and currency requirements outlined in the 310-1. However, some 310-1 training courses will supplement or serve as creditable substitutes for training required under the IAT System and some IAT courses are included in NWCG curricula (see the S-course equivalency matrix). Individuals holding current qualification under the Incident Qualification and Certification System (IQCS) (a performance-based system) are also qualified to perform equivalent non-fire and/or resource aviation positions under IAT guidelines and DO NOT require additional Interagency Aviation Training. (See page 14)

Training requirements include completion of all required training courses to function in a specific aviation-related position. The aviation training subject matter is designed to be progressive and build upon past training. In some instances, lower level courses will be required before a student progresses to higher level courses in the same subject matter area (i.e., an aircrew member may need A-107 Aviation Policy and Regulations I, while an Aviation Manager may need A-107/A-307 Aviation Policy and Regulations I and II).

IAT Courses

This system is made up of IAT Courses of specific aviation-related subject matter. Each course is designed to stand alone or can be combined with other courses to create a curriculum like approach. Courses are provided in a variety of methods (classroom, on-line, webinar, interactive television, etc.). All requests for course equivalencies for DOI organizations/individuals shall be routed to OAS-TD. Forest Service National Aviation Training Program Manager shall determine course equivalencies for Forest Service-only sessions.

Agency Certification

Responsibilities. The education, training, and qualification of personnel at all organizational levels are the responsibility of management. Managers and supervisors must be aware of policy as it relates to aviation programs for which they are responsible. Oversight of this critical aviation accident prevention effort requires a balanced partnership between DOI/USFS aviation management and bureau/agency management.

Bureau/Agency Responsibilities. Bureau/agency managers are responsible for ensuring that all employees involved in the use or control of aviation resources receive an appropriate level of aviation safety training. The education and training listed in this document are the minimum for promoting aircraft accident prevention awareness and developing operational and management skills. Identification, development, and presentation by bureaus/agencies of additional training needs unique to their specific programs shall be accomplished as required.

Managers shall provide adequate resources and time for employees and/or those over whom they have operational control (volunteers, cooperators, students, etc...) to effectively perform their jobs not only in a safe manner, but with a high degree of professionalism and appreciation of the economic impact aviation has upon project operations:

Ensure employees have received required aviation training including volunteers, cooperators, students, etc.... See 350 DM1.2 for DOI, for USFS see FSM 5700.

- Manage participation in the Interagency Aviation Trainer program.
- Provide required documentation for reporting aviation training.
- Agencies will ensure personnel meet the requirements of this guide.

Currency Requirements

Certain courses require currency and must be repeated as indicated in the position descriptions and the IAT Requirements matrix. Courses without a currency requirement in the position descriptions (marked with an X in the matrix) require completion once.

Aviation Positions

These positions require a level of specific skills and knowledge to perform aviation duties and ensure safety. Personnel shall only be assigned to positions in which they have been successfully trained (qualified and current). It is up to the Forest Service and each DOI bureau to determine positions they will utilize based on organizational needs and mission objectives.

1. Aircrew Member
2. Aviation Dispatcher
3. Aviation Manager
4. Fixed-Wing Flight Manager
5. Fixed-Wing Flight Manager - Special Use
6. Helicopter Flight Manager
7. Helicopter Manager - Resource
8. Project Aviation Manager
9. Supervisor

IAT Courses (Subject Matter)

A-100 Basic Aviation Safety
A-103 FAA NOTAM System
A-104 Overview of Aircraft Capabilities and Limitations
A-107 Aviation Policy and Regulations I
A-109 Aviation Radio Use
A-110 Aviation Transportation of Hazardous Materials
A-112 Mission Planning and Flight Request Process
A-115 Automated Flight Following
A-116 General Awareness Security Training
A-200 Mishap Review
A-202 Interagency Aviation Organizations
A-203 Basic Airspace
A-204 Aircraft Capabilities and Limitations
A-205 Risk Management I
A-207 Aircraft Flight Scheduling
A-208 Aircraft and Pilot Approval
A-209 Helicopter Operations
A-218 Aircraft Pre-Use Inspection
A-219 Helicopter Transport of External Cargo
A-220 Train-The-Trainer
A-223 Water Ditching and Survival Train-The-Trainer
A-225 IAT Instructor Update
A-302 Personal Responsibility and Liability
A-303 Human Factors in Aviation
A-304 Aircraft Maintenance
A-305 Risk Management II
A-306 Aviation Contract Administration Parts I & II
A-307 Aviation Policy and Regulations II
A-309 Helicopter Flight Manuals
A-310 Overview of Crew Resource Management
A-311 Aviation Planning
A-312 Water Ditching and Survival
A-314 Aviation Program Overview for FS Agency Administrators

Part 2

Position Descriptions and Required Courses

Given the diversity of aviation programs across the DOI and USFS, it is recommended that users contact their agency aviation management to determine what positions they will be expected to fulfill in order to complete their missions.

Note: The required course must be completed once unless otherwise indicated in parenthesis (3) completion every 3 years.

Aircrew Member	
A person working in and around aircraft and essential to ensure the safety and successful outcome of the mission. Aircrew members are required (1) to be on board or to attend to the loading and unloading of passengers and cargo at all landings and takeoffs, (2) to attend to external loads, and (3) to ensure that passengers have received a safety briefing prior to all flights.	
Required Training	
A-100 (3)	Basic Aviation Safety
A-110 (3)	Aviation Transportation of Hazardous Materials (if involved in transport of hazardous materials)
A-116	General Awareness Security Training
A-200 (3)	Mishap Review

Aviation Dispatcher	
A dispatcher who may receive, process, and place orders for aircraft, provide flight following and other aviation support services.	
Required Training	
A-100 (3)	Basic Aviation Safety
A-103	FAA NOTAM System
A-104	Overview of Aircraft Capabilities and Limitations
A-107	Aviation Policy and Regulations I
A-109	Aviation Radio Use
A-110 (3)	Aviation Transportation of Hazardous Materials (if involved in transport of hazardous materials)
A-112	Mission Planning and Flight Request Process
A-115	Automated Flight Following
A-200 (3)	Mishap Review
A-202	Interagency Aviation Organizations
A-203	Basic Airspace
A-204	Aircraft Capabilities and Limitations
A-205	Risk Management I
A-207	Aircraft Flight Scheduling
A-303	Human Factors in Aviation
A-305	Risk Management II
A-307	Aviation Policy and Regulations II
Other courses that will meet the training requirement for Aviation Dispatcher	
D-312	Aircraft Dispatcher (NWCG Course)

Aviation Manager	
Individual with aviation management responsibilities for a unit, State, regional, or national level and serves as the focal point for aviation services and management. These include such positions as unit aviation officer (UAO), State, regional and national aviation program managers, helicopter and fixed-wing operations specialists.	
Required Training	
A-100	Basic Aviation Safety
A-103	FAA NOTAM System
A-107	Aviation Policy and Regulations I
A-110	Aviation Transportation of Hazardous Materials (if involved in transport of hazardous materials)
A-112	Mission Planning and Flight Request Process
A-115	Automated Flight Following
A-116	General Awareness Security Training
A-200 (3)	Mishap Review
A-202	Interagency Aviation Organizations
A-203	Basic Airspace
A-204	Aircraft Capabilities and Limitations
A-205	Risk Management I
A-208	Aircraft and Pilot Approval
A-218	Aircraft Pre-Use Inspection
A-302	Personal Responsibility and Liability
A-303	Human Factors in Aviation
A-305	Risk Management II
A-306	Aviation Contract Administration Parts I & II
A-307	Aviation Policy and Regulations II
A-310	CRM
A-311	Aviation Planning

Fixed-Wing Flight Manager	
Government representative who works jointly with the pilot-in-command and aircrew members to ensure safe, efficient flight management on point-to-point flights. This position does not include special-use operations. The Flight Manager is not required to be on board for most flights. For those flights that have multiple legs or are complex in nature, a Flight Manager should attend the entire flight.	
Required Training	
A-100 (3)	Basic Aviation Safety
A-109	Aviation Radio Use
A-110 (3)	Aviation Transportation of Hazardous Materials (if involved in transport of hazardous materials)
A-112 (3)	Mission Planning and Flight Request Process
A-116	General Awareness Security Training
A-200 (3)	Mishap Review

Fixed-Wing Flight Manager - Special Use	
Government representative who works jointly with the pilot-in-command and aircrew members to ensure safe, efficient flight management of missions other than point-to-point flying; i.e., reconnaissance below 500 feet, infrared, aerial photo, and other missions requiring special training and/or equipment. Refer to agency specific policy for a complete listing of special use missions.	
Required Training	
A-100 (3)	Basic Aviation Safety
A-109	Aviation Radio Use
A-110 (3)	Aviation Transportation of Hazardous Materials (if involved in transport of hazardous materials)
A-112 (3)	Mission Planning and Flight Request Process
A-115	Automated Flight Following
A-116	General Awareness Security Training
A-200 (3)	Mishap Review
A-204	Aircraft Capabilities and Limitations
A-205	Risk Management I
A-218	Aircraft Pre-Use Inspection
A-302	Personal Responsibility and Liability
A-303	Human Factors in Aviation
A-310	Overview of Crew Resource Management

Helicopter Flight Manager (DOI only)	
Individual who supervises missions such as transport of personnel from one developed heliport/airport to another developed helicopter/airport, low- and high-level reconnaissance, and landings or takeoffs at unimproved landing sites.	
Required Training	
A-100 (3)	Basic Aviation Safety
A-109	Aviation Radio Use
A-110 (3)	Aviation Transportation of Hazardous Materials (if involved in transport of hazardous materials)
A-112	Mission Planning and Flight Request Process
A-115	Automated Flight Following
A-116	General Awareness Security Training
A-200 (3)	Mishap Review
A-204	Aircraft Capabilities and Limitations
A-205	Risk Management I
A-209	Helicopter Operations

Helicopter Manager - Resource	
Responsible for coordinating, scheduling, managing, and supervising non-fire resource helicopter operations. Fire helicopter manager training and experience requirements are found in the PMS 310-1 and specific agency and bureau policies.	
Required Training	
A-100 (3)	Basic Aviation Safety
A-107	Aviation Policy and Regulations I
A-109	Aviation Radio Use
A-110 (3)	Aviation Transportation of Hazardous Materials (if involved in transport of hazardous materials)
A-112	Mission Planning and Flight Request Process
A-115	Automated Flight Following
A-116	General Awareness Security Training
A-200 (3)	Mishap Review
A-204	Aircraft Capabilities and Limitations
A-205	Risk Management I
A-209	Helicopter Operations
A-218	Aircraft Pre-Use Inspection
A-302 (3)	Personal Responsibility and Liability
A-303 (3)	Human Factors in Aviation
A-304	Aircraft Maintenance
A-305	Risk Management II
A-306	Aviation Contract Administration Parts I & II
A-307 (3)	Aviation Policy and Regulations II
A-309 (3)	Helicopter Flight Manual
A-310 (3)	Overview of Crew Resource Management
A-311	Aviation Planning
Other training that will meet the requirement for Helicopter Manager-Resource	
S-271	Helicopter Crewmember
AND	
S-372	Helicopter Manager (task sheet must be completed and entered in the IAT system)
AND	
RT-372	Helicopter Manager Refresher (every 3 year)

Project Aviation Manager	
An individual who plans, organizes, and manages the aviation operations of a project utilizing aircraft. The Project Aviation Manager may or may not be at the site.	
Required Training	
A-100	Basic Aviation Safety
A-107	Aviation Policy and Regulations I
A-109	Aviation Radio Use
A-110 (3)	Aviation Transportation of Hazardous Materials (if involved in transport of hazardous materials)
A-112	Mission Planning and Flight Request Process
A-116	General Awareness Security Training
A-200 (3)	Mishap Review
A-204	Aircraft Capabilities and Limitations
A-205	Risk Management I
A-302	Personal Responsibility and Liability
A-305	Risk Management II
A-306	Aviation Contract Administration Parts I & II
A-307	Aviation Policy and Regulations II
A-310	Overview of Crew Resource Management
A-311	Aviation Planning

Supervisor	
Those who supervise employees who use aircraft to accomplish agency programs (first- and second-level supervisors as determined by the agency).	
Required Training DOI	
M-3 (3)	Aviation Management for Supervisors
A-200 (3)	Mishap Review
Required Training USFS	
A-314	Aviation Program Overview/FS Agency Administrators
A-200 (3)	Mishap Review
In lieu of completing the M-3 course, a DOI supervisors may complete all of the following IAT courses every 3 years:	
A-107 (3)	Aviation Policy and Regulations I
A-200 (3)	Mishap Review
A-205 (3)	Risk Management I
A-302 (3)	Personal Responsibility and Liability
A-303 (3)	Human Factors in Aviation
A-305 (3)	Risk Management II
A-307 (3)	Aviation Policy and Regulations II
Completing the M-3 course does not grant equivalency for completing the above courses.	

IAT Requirements Matrix 2014

No.	Modules	Positions Class length	Aircrew Member	Fixed-Wing Flight Manager	Fixed-Wing Flight Manager - Special Use	Helicopter Flight Manager	Helicopter Manager - Resource	Aviation Dispatcher	Project Aviation Manager	Aviation Manager	DOI Supervisor	USFS Supervisor
A-100	Basic Aviation Safety	5	3	3	3	3	3	3	X	X		
A-103	FAA NOTAM System	1						X		X		
A-104	Overview of Aircraft Capabilities & Limitations	1						X				
A-107	Aviation Policy & Regulations-I	1					X	X	X	X		
A-109	Aviation Radio Use	2		X	X	X	X	X	X			
A-110	Aviation Transportation of HAZMAT (if involved)	2	3	3	3	3	3	3	3	X		
A-112	Mission Planning & Flight Request Process	1		X	X	X	X	X	X	X		
A-115	Automated Flight Following	2			X	X	X	X		X		
A-116	General Awareness Security Training	.5	X	X	X	X	X		X	X		
A-200	Mishap Review	2	3	3	3	3	3	3	3	3	3	3
A-202	Interagency Aviation Organizations	1.5						X		X		
A-203	Basic Airspace	3						X		X		
A-204	Aircraft Capabilities & Limitations	2			X	X	X	X	X	X		
A-205	Risk Management-I	2			X	X	X	X	X	X		
A-207	Aircraft Flight Scheduling	1						X				
A-208	Aircraft and Pilot Approval	2								X		
A-209	Helicopter Operations (+helo aircrew only)	8				X	X					
A-218	Aircraft Pre-Use Inspection	.5			X		X			X		
A-219	Helicopter Transport of External Cargo (if involved)	8										
A-220	Train-The-Trainer	32	See Part 4 of the IAT program document.									
A-223	Water Ditching and Survival Train-The-Trainer	24	See Part 4 of the IAT program document.									
A-225	IAT Instructor Update	1	See Part 4 of the IAT program document.									
A-302	Personal Responsibility & Liability	2			X		3		X	X		
A-303	Human Factors in Aviation	2			X		3	X		X		
A-304	Aircraft Maintenance	2					X					
A-305	Risk Management-II	2					X	X	X	X		
A-306	Aviation Contract Administration Parts I & II	4								X		
A-307	Aviation Policy and Regulations-II	4					3	X	X	X		
A-309	Helicopter Flight Manuals	2					3					
A-310	Overview of Crew Resource Management	2			X		3		X			
A-311	Aviation Planning	3					X		X	X		
A-312	Water Ditching and Survival	6-8	As specified by bureau or agency policy.									
A-314	Aviation Program Overview/FS Agency Administrators	3										3
M-3	Aviation Management for Supervisors (DOI Only)	3									3	

X = Requires completion once. 3 = Requires initial completion and every 3 years thereafter.

In addition to the "on-line" courses, many other courses are available through regularly scheduled webinars or upon request (IAT_admin@ios.doi.gov) Information can be found at <https://www.iat.gov/Training/pages/webinar.asp>

S Course Equivalency for IAT Modules

This matrix shows the approved one-way course equivalents (E) for the IAT modules. It is recognized that personnel may receive aviation-related training from sources other than that found in the IAT curriculum. It is the goal of the IAT system to diminish redundancy and promote effective and efficient training. Supervisors should review the following list of DOI and USFS approved course equivalents when assessing the training needs of their employees. Outside- course curriculum can be used to satisfy the requirements of the IAT Guide. It is incumbent upon the supervisor and the employee to ensure that training records are maintained that support completion of equivalency courses in place of the IAT curriculum. **One-Way S to A Course**

No.	Modules (bold=online) Courses	S-270 Basic Air Operations	S-271 Helicopter Crewmember	S-273 SEAT Manager	RT-273 SEAT Manager Refresher	S-371 Helibase Manager	S-372 Helicopter Manager	RT-372 Helicopter Manager Refresher	S-378 Air Attack Group Supervisor	S-375 Air Support Group Supervisor	S-470 Air Operations Branch Director		
A-100	Basic Aviation Safety				Coordinate with OAS-TD TD (DOI) or USFS for course equivalencies 208-433-5058			Coordinate with OAS-TD TD (DOI) or USFS for course equivalencies 208-433-5058					
A-104	Overview of Aircraft Capabilities & Limitations	E											
A-107	Aviation Policy & Regulations-I											E	
A-109	Aviation Radio Use												
A-110	Aviation Transportation of HAZMAT (if involved)												
A-112	Mission Planning & Flight Request Process												
A-115	Automated Flight Following												
A-116	General Awareness Security Training												
A-200	Mishap Review												
A-202	Interagency Aviation Organizations												
A-203	Basic Airspace			E							E		
A-204	Aircraft Capabilities & Limitations												
A-205	Risk Management-I						E		E			E	E
A-207	Aircraft Flight Scheduling												
A-208	Aircraft and Pilot Approval			E									
A-209	Helicopter Operations (+helo aircrew only)		E										
A-216	Aircraft Operations Security												
A-218	Aircraft Pre-Use Inspection			E					E				
A-219	Helicopter Transport of External Cargo (if involved)		E										
A-302	Personal Responsibility & Liability												
A-303	Human Factors in Aviation												
A-304	Aircraft Maintenance								E				
A-305	Risk Management-II												
A-306	Aviation Contract Administration Parts I & II			E					E				
A-307	Aviation Policy and Regulations-II								E				
A-309	Helicopter Flight Manuals								E				
A-310	Overview of Crew Resource Management												

One-Way NWCG Position to IAT Position Crosswalk

NWCG Position		Aircrew Member (See Note ¹)	Fixed Wing Flight Manger	Fixed Wing Flight Manager Special Use	Helicopter Flight Manager	Resource Helicopter Manager	Aviation Dispatcher	Project Aviation Manager	Aviation Manager	Supervisor
ACAC	Area Command Aviation Coordinator							X	X	
AOBD	Air Ops Branch Director							X	X	
ACDP	Aircraft Dispatcher						X			
ASGS	Air Support Group Supervisor							X	X	
ATGS	Air Tactical Group Supervisor	X	X	X						
DECK	Deck Coordinator	X								
HEB1/2	Helibase Manager	X			X			X		
HLCO	Helicopter Coordinator	X			X					
HECM	Helicopter Crewmember	X								
HMGB	Helicopter Manager	X	X ²		X	X				
SEMG	SEAT Manager	X	X							

Example: As a qualified and current NWCG Air Operations Branch Director (AOBD), IAT recognizes the individual's ability to successfully function as a Project Aviation Manager or Aviation Manager for non-fire aviation jobs described in *OPM-04* and the *IAT Guide* without additional training except as stated in Note³ below.

Note¹: Aircrew Member

- Helicopter qualified personnel lacking fixed wing experience shall complete A-100 Basic Aviation Safety prior to working as an Aircrew Member for fixed wing operations.
- Fixed wing qualified personnel lacking helicopter experience shall complete A-100 Basic Aviation Safety prior to working as an Aircrew Member for helicopter operations.

Note²: HMGB wishing to act as a Fixed Wing Flight Manager shall complete A-100 Basic Aviation Safety.

Note³: All DOI/USFS personnel in IAT positions are required to complete A-200 Mishap Review and A-110 Aviation Transportation of Hazardous Materials (if involved in transport of hazardous materials) every 3 years. Recurrent aviation training requirements for other inter-agency personnel or state cooperators will be stated in the agreements governing the cooperating operations.

Part 3

Interagency Aviation Instructor Requirements

Objective

This part identifies minimum aviation management training qualifications for instructors of courses within the Interagency Aviation Training Program. Because of the complexity and/or technicality of aviation skills needed to perform aviation missions, instructors need to possess certain knowledge, skill and abilities to ensure information is being presented as effective as possible. Knowledge required includes agency policies and procedures as well as Interagency Aviation Training program curriculum and presentation skills. Individuals who meet these standards will be approved as an IAT instructor and given instructor access on the Interagency Aviation Training website.

It is recognized that the instruction of skill courses under the auspices of the NWCG do not fall under the IAT certification process. Individuals instructing NWCG aviation skills courses are required to meet instructor qualifications as outlined in the *NWCG Field Managers Course Guide* or individual course instructor guides.

1. Interagency Aviation Trainer (IAT) Certification Individuals certified to instruct the Interagency Aviation Training program curriculum will be approved to teach courses based on the following process:

Requirement

- (a) **Initial IAT Instructor Certification.** Interagency Aviation Trainers must complete A-220 Train-The-Trainer or M410 Facilitative Instructor. For certification, instructors must be evaluated by DOI OAS-TD or FS National Aviation Training Program Manager or designee (as appropriate).

In lieu of completing A-220 or M-410, potential instructors may request course equivalency from DOI OAS-TD or, National Aviation Training Program Manager (USFS) for other instructor training courses or experience.

Upon certification, instructors are authorized to teach the A-100 Basic Aviation Safety Course.

- (b) **Authorization to instruct IAT courses in addition to A-100.** Instructors wishing to teach additional courses shall follow the process outlined below.

Instructor shall meet the requirements of paragraph (a).

Must have successfully completed the course as a student, or have been granted equivalency.

To be granted authorization to teach each additional course, instructors must be evaluated by an OAS or FS training specialist or designee. Evaluators shall forward the completed

documentation (OAS-105) to the OAS-TD or FS National Aviation Training Program Manager (as appropriate).

- (c) **Additional Instructor Prerequisites.** Some courses require additional instructor prerequisites beyond the process in section (b). See Course catalog for those specific instructor prerequisites.

Note: Instructors are encouraged to co-teach with a qualified instructor prior to requesting an evaluation.

Or

- (d) Instructors seeking authorization to teach specific courses based on past training or experience shall submit the request to their bureau aviation manager or to the national aviation training program manager for the Forest Service. If approved by the bureau aviation manager the request will be submitted to OAS-TD.

Note: Instructors are encouraged to co-teach with a qualified instructor prior to requesting the authorization.

2. Maintaining Interagency Aviation Trainer Certification. Interagency Aviation Trainers must do the following to maintain certification:

- (a) Have agency and supervisor approval.
- (b) Teach a minimum of one IAT course every 24 months.
- (c) Maintain a minimum of a 4.0 average rating (5 point scale) on instructor evaluation questions on the OAS-111 course evaluation form.
- (d) Comply with required IAT course management processes (e.g. registering class on IAT web site, having student's complete OAS-111 course evaluations, closing out course, etc.)
- (e) Participate in an A-225 IAT instructor update session once every 24 months, delivered by DOI or USFS Aviation Management.
- (f) Instructors not meeting the above requirements may work with their bureau/agency aviation manager in partnership with the respective training contact (OAS-TD or USFS Aviation Training Program Manager) for recertification.

3. Water Ditching and Survival Instructors. Individuals certified to instruct the course A-312, Water Ditching and Survival. Instructors must meet the minimum standards listed in paragraphs below.

Objective. Knowledge required includes DOI aviation life support and equipment policy and demonstrated skill in presenting the A-312 course curriculum and safety procedures associated with providing pool exercises.

Requirement.

- (a) Successfully complete the A-312 course (or OAS approved equivalent) as a student
- (b) Hold a current CPR and basic first aid certificate.
- (c) Must be certified in one of the following: scuba diver (PADI or OAS-approved)

equivalent), basic water rescue, or lifeguard (Red Cross or OAS-approved equivalent).

- (d) Must complete A-223, Water Ditching and Survival Train-The-Trainer, provided by OAS-TD. Basic water rescue will be included in the curriculum if necessary. A qualified instructor will mentor an instructor trainee. Mentoring will be performance based.
- (e) During the mentoring process, the instructor trainee will be required to:
 - i. Observe/assist a qualified instructor presenting the entire course.
 - ii. Instruct under the supervision of a qualified instructor.
 - iii. Demonstrate thorough knowledge of emergency procedures.
- (f) Must maintain the currency listed below:
 - i. At a minimum instructor co-instruct A-312 once every two years
 - ii. Hold current CPR, basic first aid and other certifications specified above for initial qualification.
 - iii. Provide copies of required documentation to OAS-TD (CPR, First-aid, PADI, etc...)
- (g) Instructors whose qualifications have lapsed must meet the following requirements:
 - i. Demonstrate proficiency under the supervision of an OAS instructor or approved designee
 - ii. Demonstrate thorough knowledge of emergency procedures.

Note: A-312 instructors are strongly encouraged to attend a commercial water ditching facility at least once.

Part 4 Course Catalog

All 100 level courses are available on-line.

A-100 Basic Aviation Safety (All Aircraft). Covers employee safety while working around helicopter and airplane operations. Topics include passenger responsibilities, ground safety, air safety, five steps to a safe flight, and flight following. Class length: 5.0 hours. **(This new course combines content from and replaces A-101, A-105, A-106, A-108, and A-113).**

Instructor Prerequisites: Follow process in Part 3 of IAT guide.

A-103 FAA NOTAM System. The class will focus on (1) explaining the Federal Aviation Administration's (FAA) Notice to Airmen (NOTAM) System and mission-appropriate NOTAMs, (2) the difference between the nine temporary flight restrictions (TFR), and (3) the criteria and factors that impact a TFR. Class length: 1 hour.

Instructor Prerequisites: in addition to the requirement of Part 3, 1 (b): No additional

A-104 Overview of Aircraft Capabilities and Limitations (Helicopter/Fixed-Wing). An overview of commonly used aircraft and their mission capabilities. Class length: 1 hour.

Instructor Prerequisites: in addition to the requirement of Part 3, 1 (b): No additional

A-107 Aviation Policy and Regulations I. A basic overview of agency aviation policy and standards and where to find them. Covers agency and interagency manuals, handbooks, and guides as well as a brief summary of the Federal Aviation Regulations (FARs). Class length: 1 hour.

Instructor Prerequisites: in addition to the requirement of Part 3, 1 (b): No additional

A-109 Aviation Radio Use. Provides a basic understanding on the operation of aircraft radios including: VHF-AM, multichannel, pigtail adapter, and agency radios. Covers communication requirements, radio tones and their use, and communication systems within aircraft. Also includes the use of Air Guard, frequency management, and radio discipline. Class length: 2 hours.

Instructor Prerequisites: in addition to the requirement of Part 3, 1 (b): No additional

A-110 Aviation Transportation of Hazardous Materials. This training complies with U.S. Department of Transportation Regulations 49 CFR 171.8 whereby agency employees who transport hazardous materials by air must receive training on the requirements and conditions of the exemption to 49 CFR 175.5 (a) (2). Topics include handling procedures, policy requirements, mishap notification, packaging, identifying hazardous materials, and safety requirements. Class length: 2 hours.

Instructor Prerequisites: in addition to the requirement of Part 3, 1 (b): No additional

A-112 Mission Planning and Flight Request Process. Covers the basic duties and responsibilities required when ordering and coordinating flights. Topics include how to plan for a flight, information required to order a flight, flight manager responsibilities, flight following requirements, pilot flight and duty limitations, and pilot and aircraft approval. Class length: 1 hour.

Instructor Prerequisites: in addition to the requirement of Part 3, 1 (b): No additional

A-115 Automated Flight Following (AFF). This course is an overview of the AFF system. Emphasis is on using the Web-based Web Tracker application and the procedures utilized by dispatchers and aircrews. Class length: 2 hours.

Instructor Prerequisites: 1 in addition to the requirement of Part 3, 1 (b): No additional

A-116 General Awareness Security Training. This course is designed to provide students with an introduction to DOI and USFS departmental aviation security requirements. Class length: 30 minutes.

Instructor Prerequisites: in addition to the requirement of Part 3, 1 (b): No additional

A-200 Mishap Review. This course provides an annual overview of the National Transportation Safety Board releasable information from the DOI and USFS aviation mishaps. Class length: 2 hours. Available on-line.

Instructor Prerequisites: in addition to the requirement of Part 3, 1 (b): A one-time authorization from the Forest Service National Aviation Training Program Manager or OAS-TD Chief is required. Instructors qualified to teach this course are encouraged to coordinate with the appropriate air safety investigator(s) prior to presenting the material.

A-202 Interagency Aviation Organizations. An overview of the different aviation management organizations within the Federal, State, and local land management agencies. Students get a good working knowledge of where to get aviation technical assistance, what the different aviation functional groups can provide, and what their duties consist of. Also covered is the interagency uniqueness within the aviation community and how these organizations work together. Class length: 1.5 hour. Available on-line.

Instructor Prerequisites: in addition to the requirement of Part 3, 1 (b): No additional

A-203 Basic Airspace. Covers the basics about the National Airspace System covering Class A-G airspace, special use airspace, military training routes, cruise missile routes, slow routes, and LATNs. Instruction will include how to read and plot on an aeronautical sectional and a Department of Defense AP1/B flight information publication book and charts. Class focuses on mapping skills including how to plot a latitude and longitude and convert it to a bearing and distance. Exercises involve map reading and risk management analysis of airspace. Class length: 3 hours. Available on-line.

Instructor Prerequisites: in addition to the requirement of Part 3, 1 (b): No additional

A-204 Aircraft Capabilities and Limitations (Helicopters/Fixed-Wing). Covers the identification and basic capabilities of helicopters and airplanes. Course is structured to include aircraft commonly encountered or utilized by the trainee audience. Course identifies to what extent aircraft performance decreases through limitations and how exceeding limitations may result in failure. Covers the four basic forces that effect flight and the basic principles of flight. Stresses the fundamentals of aircraft performance planning to include weight, balance, and density altitude. Class length: 2 hours. Available on-line.

Instructor Prerequisites: in addition to the requirement of Part 3, 1 (b): No additional

A-205 Risk Management I. This course presents basics of risk management and techniques that may be utilized to identify hazards and assess risks in natural resource aviation operations. Information presented will introduce the students to the FIVE steps of the risk management process and the 5 M risk model. This course is geared toward aircraft users and supervisors. Class length: 2 hours.

Instructor Prerequisites: in addition to the requirement of Part 3, 1 (b): Must have completed A-305 Risk Management II

A-207 Aircraft Flight Scheduling. This course provides a basic understanding of policies and procedures so the student can successfully participate in the planning, scheduling, tracking, and completion of an aircraft flight plan. This course is available on-line only. Class length: 1 hour. Available on-line

Instructor Prerequisites: in addition to the requirement of Part 3, 1 (b): No additional

A-208 Aircraft and Pilot Approval. Provides an overview of the inspection process completed by DOI-OAS and the USFS inspectors. Class length: 2 hours.

Instructor Prerequisites: in addition to the requirement of Part 3, (b): No additional

A-209 Helicopter Operations. Technical training on how to work with helicopters in a natural resource environment. Includes information on operational planning, load calculations, takeoff and landing areas, personnel and cargo transportation, fueling, and specialized missions. Class length: 8 hours.

Instructor Prerequisites: in addition to the requirement of Part 3, 1, (b): Must be qualified and current as Helicopter Manager-Resource or Fire Helicopter Manager (NWCG)

A-218 Aircraft Pre-Use Inspection. This course shows how to perform a pre-use inspection on a helicopter and a fixed-wing aircraft. Class length: 30 minutes. Available on-line.

Instructor Prerequisites: in addition to the requirement of Part 3, paragraph (b): No additional

A-219 Helicopter Transport of External Cargo. Provides technical training and procedures for agency personnel performing helicopter external load operations. Students will receive classroom and field training and will be asked to demonstrate proper procedures to safely conduct helicopter external load, hover hookup, and longline operations. Class length: 8 hours.

Instructor Prerequisites: in addition to the requirement of Part 3, 1 (b): Must be qualified and current as Helicopter Manager-Resource or Fire Helicopter Manager (NWCG)

A-220 Train-The-Trainer. Interagency Aviation Trainer (IAT) qualification. This 32-hour course is designed to provide training to select employees with aviation and training backgrounds to qualify them as Interagency Aviation Trainers (IATs). Emphasis is on increasing program knowledge and enhancing presentation skills. Prior attendance at an instructor's training course is strongly encouraged. Prerequisite: Complete an A-100 within the past 12 months. Class length: 32 hours.

Instructor Prerequisites: in addition to the requirement of Part 3, 1 (b): No additional requirements. However, scheduling this course requires the authorization for FS NAPM or OAS-TD.

A-223 Water Ditching and Survival Train-The-Trainer. This course is designed for employees responsible for instructing course A-312: Water Ditching and Survival. Students will be instructed on the proper use of the personal immersion gadget (PIG), basic water rescue, emergency procedures, and A-312 classroom curriculum. Class length: 24 hours.

Pre-requisites: Complete A-312(or OAS approved equivalent), Current CPR/First Aid Certificate, Certified in Scuba (PADI, or OAS approved equivalent), Basic water rescue or lifeguard (Red Cross or OAS approved equivalent).

Instructor Prerequisites: in addition to the requirement of Part 3, 1 (b): Requires OAS-TD approval.

A-225 IAT Instructor Update. This module includes (1) policy updates relevant to interagency aviation trainers and (2) training techniques IATs can use to improve their instructor skills. IATs must participate in this session once every 24 months after qualifying as an IAT. The module is delivered by DOI Office of Aviation Services Training Division. Sessions will be delivered via a live distance learning technology such as interactive television (ITV), web conferencing or audio conferencing. Class length: 1 hour

Instructor Prerequisites: in addition to the requirement of Part 3, 1 (b): Exclusively provided through OAS-TD

A-302 Personal Responsibility and Liability. The course is designed to develop an understanding of personal and organizational responsibility and liability. Topics include scope of employment, government regulations, judicial options, insurance punitive damages and remedies. Class length: Class length: 2 hours.

Instructor Prerequisites: in addition to the requirement of Part 3, 1(b): This course is required to be taught by a federal solicitor.

A-303 Human Factors in Aviation. Covers the basic principles of human behavior relevant to general aviation accident prevention. The course describes human physiological and psychological factors that affect crew performance in flight. Class length: 2 hours.

Instructor Prerequisites: in addition to the requirement of Part 3, 1(b): No additional

A-304 Aircraft Maintenance. An overview of what aviation managers should look for to ensure that proper aircraft maintenance is being performed. Class length: 2 hours.

Instructor Prerequisites: in addition to the requirement of Part 3, 1(b): Certified maintenance technician or Helicopter Manager-Resource or Fire Helicopter Manager (NWCG).

A-305 Risk Management II. This course presents the advanced techniques of risk management and how they may be used to identify hazards and to assess risks in natural resource aviation operations. Information presented will let the students use the six steps of the risk management process and the 5 M risk model as well as working through risk scenarios using the risk management matrix. This course will also introduce the students to the System Safety Concept of Aviation Risk Management and how it can be used in any aviation program. Class length: 2 hours.

Instructor Prerequisites: in addition to the requirement of Part 3,1 (b): Must be qualified to instruct A-205

A-306 Aviation Contract Administration I & II. Overview of administrative contract performance matters such as COR/Manager/COTR interrelationships, authority to ensure compliance with contract technical requirements, DOI National Business Center/USFS technical contract support, safety, accident prevention and reporting requirements, substitute/replacement equipment and personnel, billing and invoice submission, modifications, documentation, claims and disputes, labor issues, and contractor evaluation. Topics will focus on student issues, areas of concern, and questions. Class length: 4 hours.

Instructor Prerequisites: in addition to the requirement of Part 3, 1(b): Instructor must be or have been a CO or COR within the federal government.

A-307 Aviation Policy and Regulations II. Designed to provide training on the aviation directive system within each agency while giving the trainee a working knowledge of policy and procedures for the management and use of Government aircraft. Class length: 4 hours.

Instructor Prerequisites: in addition to the requirement of Part 3, 1(b): No additional

A-309 Helicopter Flight Manuals. Technical training on helicopter performance planning. Class length: 2 hours.

Instructor Prerequisites: in addition to the requirement of Part 3, 1(b): Must be taught by a helicopter pilot or qualified and current resource or fire helicopter manager

A-310 Overview of Crew Resource Management. This training provides information on the roles and responsibilities of flight and aircrew members in aviation operations. Emphasis is placed on communication needs to ensure a safe flight during routine operations and during an emergency. It covers leadership and communication skills, which will create an environment that encourages crewmember involvement leading to safe aviation operations. Class length: 2 hours.

Instructor Prerequisites: in addition to the requirement of Part 3, 1(b): No additional

A-311 Aviation Planning. Covers aviation planning requirements and procedures to prepare and carry out an aviation plan at all levels of an organization. Includes national, regional, State, and unit aviation planning. Class length: 3 hours.

Instructor Prerequisites in addition to the requirement of Part 3, 1(b): Must be or have been qualified as a Project Aviation Manager as outlined in the IAT Guide

A-312 Water Ditching and Survival. This course teaches the student the proper procedures to follow in the event of aircraft ditching. The course gives the student the skills needed to safely egress and reach the surface of the water. The course includes the use and familiarization of personal flotation devices (PFDs). Life raft and water survival techniques are stressed. The course is divided into two segments: academic and hands-on in-water exercises. The student will experience a water dunker that puts them in a simulation of a ditched aircraft. Class length: 6-8 hours.

Instructor Prerequisites: in addition to the requirement of Part 3, 1(b): Must have completed A-223 process

A-314 Aviation Program Overview for Forest Service Agency Administrators. A synopsis of aviation policy, safety and accident prevention, training and qualification requirements of employees, liability, procurement, and aviation organizations as they relate to line officer responsibilities. Recommended every 3 years. Class length: 3 hours.

Instructor Prerequisites: in addition to the requirement of Part 3, 1(b): No additional

M-3 Aviation Management Training for Supervisors. Developed for first- and second-line supervisors directly responsible for employees who utilize aircraft in performance of their duties. Areas of emphasis include: DOI aviation safety and accident prevention program, procurement of aviation services, documentation of payment procedures, responsibilities to employees, and risk management. Meets the DOI requirements of 352 DM1.5B(10) and (3). Re-currency requirements: every three years. Class length: 3 hours

Instructor Prerequisites in addition to the requirement of Part 3, 1(b): No additional